

Retention and Classification Report

Agency: Washington Terrace (Utah) (1337)

City Hall
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Washington Terrace, UT 84405
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Records Officer Amy Rodriguez

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AGENCY: Washington Terrace (Utah)

SERIES: 26371

3

TITLE: Annual budget

DATES: 1958-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Fiscal Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26373

3

TITLE: Audited financial statements

DATES: 1958-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: 11/14/2006

FORMAT MANAGEMENT:

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APPRAISAL:

Fiscal

AGENCY: Washington Terrace (Utah)

SERIES: 26373

TITLE: Audited financial statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26375

3

TITLE: City council minutes

DATES: 1958-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 11/14/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

AGENCY: Washington Terrace (Utah)

SERIES: 26375

TITLE: City council minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26334

3

TITLE: City council packets

DATES: 1997-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). City council packets will be included as part of the minutes.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 09/15/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 12 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative need ends.

AGENCY: Washington Terrace (Utah)

SERIES: 26334

TITLE: City council packets

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26372

3

TITLE: City history

DATES: 1940-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26374

3

TITLE: Ordinances

DATES: 1958-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 11/14/2006

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Washington Terrace (Utah)

SERIES: 26374

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26369

3

TITLE: Public works construction project files

DATES: 1958-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: 02/01/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

AGENCY: Washington Terrace (Utah)

SERIES: 26369

TITLE: Public works construction project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington Terrace (Utah)

SERIES: 26370

3

TITLE: Resolutions

DATES: 1958-

ARRANGEMENT: Chronological by year thereunder numerical by number

DESCRIPTION:

These records are resolutions that are adopted by the legislative body of a municipality with the intent to establish an authority "which must contain a statement of intent to create an airport authority; the name of the airport authority; the time and place for a public hearing; the name of the newspaper in which the resolution will be published; a designation of the airport or airports to come under the jurisdiction of the authority; and such other information concerning the proposed authority as the legislative body deems necessary or appropriate" (UCA 17A-2-1505 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 13, Item 11.

AUTHORIZED: 11/14/2006

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Washington Terrace (Utah)

SERIES: 26370

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public